

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **JULY 6, 2011**

Committee Members Present:

Supervisors Conover
 Kenny
 VanNess
 Belden
 Goodspeed
 Sokol
 Taylor
 Strainer

Committee Member Absent:

Supervisor Merlino

Others Present:

Daniel G. Stec, Chairman of the Board
Paul Dusek, County Attorney/Administrator
Joan Sady, Clerk of the Board
Kevin Geraghty, Budget Officer
Supervisor Bentley
Supervisor Loeb
Supervisor McCoy
Supervisor McDevitt
Supervisor Thomas
Kathy Barrie, Personnel Officer
Todd Lunt, Director, Human Resources
Jeff Tennyson, DPW Superintendent
Barbara Taggart, Administrator,
 Westmount Health Facility
Pam Vogel, County Clerk
Sheila Weaver, Commissioner, Department
 of Social Services
Jon Alexander, *The Post Star*
Nicole Livingston, Deputy Clerk

Mr. Conover called the Personnel Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to approve the minutes of the June 8, 2011 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Action Agenda review, Mr. Conover apprised Item 1 was a referral from the County Clerk-Motor Vehicles Committee, requesting to fill the vacant position of Legal Recording Clerk, annual salary of \$29,031, Grade 7, Employee No. 11013, due to resignation. He noted that this position was mandated but not reimbursed.

Motion was made by Mr. Belden, seconded by Mr. Strainer and carried unanimously to approve Item 1 as outlined above contingent on County Attorney/Administrator review and approval, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Conover stated Items 2A and B were referrals from the Health Services Committee. Item 2A, he said, was referred from Health Services, requesting authorization for a

Public Health Nurse to enroll in a job related course entitled "Internship" at SUNY Albany, commencing May 11, 2011 and ending August 11, 2011 and requesting reimbursement of 50% of the cost of books and associated course fees totaling \$150.

Motion was made by Mr. Taylor, seconded by Mr. VanNess and carried unanimously to approve Item 2A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover added Item 2B was referred from Westmount Health Facility, requesting to fill the vacant position of Food Service Helper, annual salary of \$23,706, Grade 2, Employee No. 11447, due to resignation. He stated this position was mandated and 57% reimbursed.

In response to an inquiry, Barbara Taggart, Administrator of Westmount Health Facility, explained that the individual resigning from the position had been employed with the County for five years, with an annual salary of \$27,334 plus longevity; thereby resulting in a significant savings to the County.

Motion was made by Mr. Sokol, seconded by Mr. Strainer and carried unanimously to approve Item 2B as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Conover apprised Item 3 was a referral from Human Resources, requesting to renew the agreement with MHNet Behavioral Health for EAP services, for June 2011 through May 2012, at a cost of \$1.35 per employee per month.

Motion was made by Mr. Kenny and seconded by Mr. Belden to approve the request as presented.

Todd Lunt, Human Resources Director, advised that the agreement was paid out of the Human Resources departmental budget, and the necessary funding had been budgeted for 2011 and 2012. He added that the agreement covered eight hundred twenty-two employees. Mr. Taylor questioned how effective the program was and Mr. Lunt replied that they had seen a large increase in internet usage, and the number of phone calls received by those seeking services had remained the same from year to year. Mr. Kenny opined that this was a very valuable program.

Mr. Conover called the question and the motion was carried unanimously to approve Item 3 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover advised Items 4A through D were referrals from the Public Safety Committee, Sheriff & Communications. Item 4A, he said, was a request to fill the vacant position of Correction Officer #50, base salary of \$33,534, Employee No.

10835, due to resignation. He noted that this position was mandated but not reimbursed.

Motion was made by Mr. VanNess and seconded by Mr. Sokol to approve Items 4A through C as presented. Mr. Conover reviewed the additional items for the Committee members.

Mr. Conover stated Item 4B was a request to fill the vacant position of Correction Officer #15, base salary of \$33,534, Employee No. 11586, due to termination. He added this position was mandated but not reimbursed.

Mr. Conover remarked Item 4C was a request to fill the vacant position of Correction Officer #61, base salary of \$33,534, Employee No. 11241, due to termination. He said this position was mandated but not reimbursed.

Mr. Strainer questioned the savings that would be realized through these actions and Mr. VanNess responded that the total resulting savings was approximately \$20,000. Mr. VanNess reminded the Committee members that the staffing levels were dictated by the New York State Department of Corrections (NYS DOC).

Mr. Conover called the question and the motion was carried unanimously to approve Items 4A through C as outlined above. The necessary resolutions were authorized for the next board meeting. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Conover asserted Item 4D was a request to amend the Department's Table of Organization to reflect the following changes:

- Employee No. 9215 from Corrections Lieutenant #1, base salary of \$63,696 plus appropriate years service credit to Corrections Sergeant #8, base salary of \$49,688 plus appropriate years service credit; and
- Employee No. 10481 from Corrections Sergeant #8, base salary of \$46,903 plus appropriate years service credit to Corrections Lieutenant #1, base salary of \$61,596 plus appropriate years service credit.

Motion was made by Mr. VanNess and seconded by Mr. Goodspeed to approve the request as presented.

Mr. Belden asked if Paul Dusek, County Attorney/Administrator, had reviewed this request and Mr. Dusek replied affirmatively.

Mr. Conover called the question and the motion was carried unanimously to approve Item 4D as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover expounded Items 5A and B were referrals from the Public Works Committee, DPW. Item 5A, he said, was a request to reclassify the position of Auto

Mechanic Helper #2, base salary of \$29,031 (plus longevity \$30,582), Grade 7 to the position of Auto Mechanic #12, base salary of \$31,289 (plus longevity \$32,961), Grade 9, effective July 18, 2011; thereby amending the Department's Table of Organization.

Mr. Conover added Item 5B was a request to fill the vacant position of Motor Equipment Operator (MEO) Light, base salary of \$26,370, Grade 5, Employee No. 11896, due to resignation. He noted that this position was not mandated or reimbursed.

Motion was made by Mr. Belden, seconded by Mr. Taylor and carried unanimously to approve Items 5A and B as outlined above, and the necessary resolutions were authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Conover apprised Item 6 was a referral from the Social Services Committee, Social Services, requesting to fill the vacant position of Social Welfare Examiner #33, annual salary of \$30,230, Grade 8, Employee No. 10579, due to resignation. He added this position was mandated and 100% reimbursed.

Motion was made by Mr. Strainer, seconded by Mr. Belden and carried unanimously to approve Item 6 as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Conover informed Item 7 was a request to amend Resolution No. 130 of 2011; Approving Standard Workday and Time Reporting Resolution for All Elected and Appointed Officials for Retirement Purposes, to update the Schedule A for elected and appointed officials.

Motion was made by Mr. VanNess and seconded by Mr. Sokol to approve the request as presented.

Joan Sady, Clerk of the Board, explained that this document needed to be updated twice a year and she noted that the amendments included the addition of Supervisor Woods' record of activities, as well as changes to the list of appointed officials to delete positions that were considered competitive.

Mr. Conover called the question and the motion was carried unanimously to approve Item 7 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover referred to Agenda IV. Topics to be reported on/discussions/updates and noted the list of Pending Items as follows:

- 1) Committee to further discuss the reduction in the paid lunch hour for non-bargaining unit employees. (03.10.10)

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Mr. Dusek recommended that this matter be addressed during the upcoming CSEA negotiations; therefore, he said, the item could be removed from the Pending Items list.

2) Committee to discuss Family Sick Leave. (02.10.10)

Mr. Dusek advised that this would be addressed during negotiations, as well and could also be removed from the Pending Items list.

3) Mr. Dusek to research the vacation policy, and possible flexibility for Department Heads, and report back to Committee next month. (07.07.10)

Mr. Dusek stated that this was an independent matter that required additional time to review.

4) Mr. Dusek to research the financial impact to the County Budget if the average percentage allocated to each Departmental Budget for non-mandated educational training was removed. (09.08.10)

Mr. Dusek asserted that this item was on his list of matters requiring research and he needed more time prior to providing the requested information.

5) Mr. Dusek to research the possibility of changing the date of accrual of vacation time from January 1st to the anniversary date of hire. (10.06.10)

Mr. Dusek proposed that this matter be discussed as part of the Collective Bargaining negotiations and worked into the non-bargaining unit discussions, as well and removed from the Pending Items list.

6) Referral from the Social Services Committee requesting that the Warren County Travel Policy be examined and revised to define the distances for which expenses for overnight accommodations would be authorized. (04.28.11)

Mr. Dusek remarked that this was another item on his list of matters requiring research and he requested additional time.

There being no further business to come before the Committee, on motion made by Mr. Belden and seconded by Mr. Kenny, Mr. Conover adjourned the meeting at 9:20 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk